

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 21, 2013**

BOARD MEMBERS IN ATTENDANCE

Anna Eddy (on telephone from California), Paul Crosswaith, Dennis Doyle, Judy Igielski, Pauline Kruk (arrived at 7:12 PM), Iris Larsson, LeeAnn Manke, Kris Nasinnyk, Tony Palermino, Neil Ryan, Diane Stamm, Ellen Vessella, Trudie Walker

BOARD MEMBERS ABSENT

Maureen O'Connor Lyons

STAFF

Lisa Masten, Library Director

Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS ABSENT

Clarke Castelle

David Nagel

FRIENDS

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:00 PM.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Judy reported that she is very proud that all Board members have responded that they will be attending the Staff Appreciation Event.

Diane reported that on page 4 where she reminded everyone about the October meeting date, it should read October 21st and not October 16th. **MOTION: Trudie Walker made a motion to accept the minutes of September 16, 2013 as amended, LeeAnn Manke seconded the motion, all were in favor, and the motion to accept the minutes of September 16, 2013 as amended was unanimously approved with an 11-0 vote.**

III. PUBLIC PARTICIPATION

There was no Public Participation.

IV. TREASURER'S REPORT

Iris reported that she picked up the tax return and records from the accountant's office today and everything is in order. She passed around the financial statements for the Board to review. She commented that the Hanel account has a good amount of money in it and maybe we should think about holding some kind of program or entertainment at the Annual Meeting that would be sponsored by Hanel. The 5K Race brought in \$15,708 and expenses were \$3,962.62.

Anna commented that if we do decide to hold a program or entertainment for the Annual meeting, than that search should begin sooner rather than later.

V. LIBRARY DIRECTOR'S REPORT

Lisa reported that Sunday hours will begin on November 17th. Staff is holding mini-training sessions for those who will work on Sundays. On October 29th and 30th there will be a demonstration program on how to download EBooks, music, and magazines. On November 14th from 6:30 to 8:00 PM a program called Tech Troubleshooting With Teens will be held. Teens are very savvy when it comes to technology, especially with phones.

In personnel issues, a full time collection management person will be hired soon; Lisa needs to meet with the Town Manager next week on this position. Interviews will begin to take place for the part time reference position.

Lisa has been meeting with RFID vendors. The entire consortium is changing the ILS software which will be finalized in April 2014. As all this is going on, the Library will be installing new computers for staff and patrons, along with new software.

The Children's Program room has installed their new television and has already held a program using the computer hookup with the television. It is working great!

Staff will be attending the ACLB conference on Friday, October 25th. This years' conference will have an emphasis on technology in libraries.

Lisa, Karen Benner, and Sue Schneider attending a program at the Westport Library on 3D printers.

On November 1st the Sliva event will have a guest author Adam Gidwitz. Third and fourth graders will be bused to the high school for a program with this author. He will also be at the Library from 3:00 to 5:00 PM.

VI. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen was not in attendance.

VII. FRIENDS OF THE LIBRARY

Phil DesJardins reported that the Friends October 19th bus trip to Keene, New Hampshire for the Pumpkinfest is sold out; the book sale is scheduled for November 15, 16, and 17; the Wine, Beer, & Cheese Social is scheduled for January 24, 2014, and he hopes that the Board will be able to donate a basket as they did last year. Phil also commented that Anita Wilson is asking for help with the adopt-a-shelf project. There are openings on the Friends Board so if anyone is interested or knows of anyone who is interested, to please let him know.

VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

1. Corporate Member Update

Trudie reported that there still is a corporate member position open, which she hopes will be filled next week.

B. Investment Committee

Neil reported that the quarterly statements came in for the third quarter and the Oakmark fund is up 6.45% and the seven Vanguard funds totally are up 4.65%.

C. House Committee

1. Lienhard Room Update

Diane reported that discussions with Red Thread continue regarding the cost of the redesign. Anna commented that Diane and her Committee are doing a great job with this project.

2. Library walk-thru – November 2

Diane reported that the walk-thru will take place on Saturday, November 2nd at 9:00 AM. Any Board member who wishes to participate is welcome, but please note that this begins at 9:00 AM sharp.

The Town has been doing a great job with replacing ceiling tiles, painting the outside trim, the staff room, the entry hallway, and the emergency stairwells. They have also sanded and painted the stalls in both bathrooms.

Dennis asked about the roof and if there have been any problems. Lisa responded that the roof is good. There was a small leak in another area but that was due to the new condenser.

D. Facility and Site

1. Long Range Plan Update

Maureen was not in attendance. She will be contacting the Facility and Site Committee to schedule a meeting.

E. Fund Development/Legacy Society

Pauline stated she did not have a report and the committee has not met.

F. Budget

Tony had no report.

G. Technology

Paul had no report.

IX. OLD BUSINESS

A. Representation at the Town Hall Renovations Project Building Meetings

Tony reported that both the September and October meetings were cancelled. He has not heard anything about a November meeting. Lisa stated that the next meeting may be scheduled for December 2nd.

B. Staff Appreciation Dinner – Friday, November 8

Judy commented that the entire Board of Trustees has responded that they will be in attendance. Two pages will be attending this year. She is still waiting to hear from a couple of staff members and Lisa will send out a reminder email to the staff. Anna indicated that she would volunteer to bring an ample tray of chocolate covered strawberries and a cooler with water and soda for the bus trip down to the Florence Griswold Museum.

X. NEW BUSINESS

A. Legacy Society Donation

Diane received a phone call from an attorney representing an individual who would like to donate a substantial amount of money to the Library and would like a room named after them once the Library's expansion is complete. The Board discussed what the amount of a donation would be compared to the size of a room. **MOTION: Neil Ryan made a motion to authorize Diane Stamm to speak with Eric Rothauser and ask Eric to contact the attorney representing the individual to find out specific information with regard to the donation, Judy Igielski seconded the motion, all were in favor, and the motion passed unanimously with a 12-0 vote.**

B. Annual Meeting Evaluation

Diane commented that the lack of attendance at the Annual Meeting is of concern and asked the Board for suggestions about increasing attendance or possibly providing a speaker or entertainment through the Hanel endowment. There was a suggestion that once the honorees have been decided upon to ask the local newspapers to do a story on the honorees which might increase the attendance. The Board discussed holding the Annual meeting on a separate evening from the regular monthly Board meeting and asking an author to speak. Anna suggested that this discussion be tabled until the November meeting so the Board could think of ideas.

Diane asked the Board if everyone received their Committee assignments and if anyone had any issues with their assignments. There were no issues.

XI. PUBLIC PARTICIPATION

There was no Public Participation.

XII. ADJOURNMENT

MOTION: LeeAnn Manke made a motion to adjourn, Kris Nasinnyk seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:25 PM with a 12-0 vote.